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ABSTRACT

In accordance with legislative mandate, this annual report summarizes the activities of the Maryland State Board for Community Colleges and those of the state's 17 community colleges. After listing the members of the Board and the institutions, the report discusses the 2.6% rise in enrollments, changing student characteristics, and the findings of a 1980 follow-up study of 26,829 persons who entered a Maryland community college for the first time in Fall 1976. The next section of the report deals with instructional programs, focusing on program evaluation, program creation and discontinuance, and continuing education and community and public service activities. A section on community college finance follows, reporting on operating expenditures, cost per full-time equivalent student, and major sources of revenue for each college. Additionally, total expenditures and the percentage of expenditures by function are examined. A summary of allocations provided for capital construction projects at 11 community colleges is followed by a description of the "State Plan for Community Colleges in Maryland" and its seven major goals. The next section briefly summarizes the legislation enacted during the year that will have an impact on the colleges. The final section indicates how five grants awarded by the State Department of Education's Vocational-Technical Education Division will be used. (JP)

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MARYLAND STATE BOARD FOR COMMUNITY COLLEGES

ANNUAL REPORT

FISCAL YEAR 1980

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Maryland State Board for Community Colleges
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Annapolis, Maryland 21401
301-269-2881

The Honorable Harry Hughes
Governor of Maryland
The State House
Annapolis, Maryland 21401

Your Excellency:

The Education Article of the Annotated Code of Maryland provides that the State Board for Community Colleges "shall report annually to the General Assembly on its activities and the activities of the community colleges." In accordance with this provision, the Board is pleased to present herewith its Annual Report for FY 1980.

During this period the growth of the community colleges continued. Enrollment increased 2.6 percent from Fall 1978 to Fall 1979. Each community college in the Statewide system is improving in the scope and quality of its appropriate programs and the relevancy of these programs to students and community needs.

The State Board for Community Colleges published several major documents in FY 1980. A revision of the State Plan for Community Colleges in Maryland was completed. The Plan was reviewed by the Department of Budget and Fiscal Planning and the Department of State Planning. The Board also published a monthly Bulletin on timely topics which was distributed Statewide and to selected nationwide agencies and institutions.

This Board, in concert with community college trustees and presidents of respective colleges, the State Board for Higher Education, and other education institutions and agencies, intends to pursue its commitment to operational excellence and relevance to needs, both within itself as a coordinating body and within the community colleges. The Board also reaffirms its strong commitment to the necessity for dynamic leadership and local control to reside with the respective local boards of trustees within the framework of policies adopted and administered by the Board. Only with this commitment can the colleges fulfill their respective missions to the local communities.

The State Board for Community Colleges and the individual Maryland community colleges will continue to strive to reach the goals identified for the community college segment as we serve the citizens of the State of Maryland.

Sincerely yours,

Samuel P. Massie

Samuel P. Massie, Jr.
Chairman

MARYLAND STATE BOARD FOR COMMUNITY COLLEGES

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and Developmental Studies

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of Instructional Programs

Mr. John R. Wales
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MARYLAND COMMUNITY COLLEGES

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President

Community College of Baltimore
Baltimore City
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President

Catonsville Community College
Catonsville
Dr. John M. Kingsmore
President

Cecil Community College
North East
Dr. Robert L. Gell
President

Charles County Community College
LaPlata
Dr. J. N. Carsey
President

Chesapeake College
Wye Mills
Dr. Robert C. Schleiger
President

Dundalk Community College
Dundalk
Dr. John E. Ravekes
President

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Essex
Dr. Vernon Wanty
President

Frederick Community College
Frederick
Dr. Jack B. Kussmaul
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Garrett Community College
McHenry
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President

Hagerstown Junior College
Hagerstown
Dr. Atlee C. Kepler
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Harford Community College
Bel Air
Dr. Alfred C. O'Connell
President

Howard Community College
Columbia
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President

Montgomery Community College
Rockville, Takoma Park, Germantown
Dr. Robert E. Parilla
President

Prince George's Community College
Largo
Dr. Robert I. Bickford
President

Wor-Wic Tech Community College
Salisbury
Dr. Arnold H. Maner
President

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ENROLLMENT

The 1979 opening Fall credit enrollment for Maryland community colleges was 88,352, an increase of 2.6 percent over that of the previous year. Detailed enrollment history and projections are shown in the State Plan for Community Colleges in Maryland Fiscal Years 1981-1986.

Student Characteristics

After a period of rapid growth in the 1960s, credit enrollment rose at a slower rate in the 1970s. Approximately two-thirds of all freshmen and sophomores in Maryland's public colleges are enrolled in community colleges. As important as the changes in total enrollment are changes that have occurred in the composition of the student body. The last year in which full-time students were a majority was 1970. Part-time students now represent 69 percent of all community college students. The number of women enrolled in community colleges has also increased dramatically. Women account for 71 percent of the growth since 1972 and now represent 58 percent of all community college students.

A follow-up study was conducted in FY 1980 to help assess goals and outcomes of students. Questionnaires were sent to 26,829 persons who first entered a Maryland community college in Fall 1976. The major findings included:

- Sixty-two percent stated that they achieved their educational goal;
- While 61 percent were employed full-time, 77 percent were employed full-time when their goal was career development;
- Sixty-six percent transferred when their goal was transfer;
- Ninety-six percent stated that they were satisfied or extremely satisfied with the overall quality of the community college.
- Eighty-three percent reported they were currently employed in Maryland.

INSTRUCTIONAL PROGRAMS

Maryland community colleges offer both associate degree and certificate programs. Increasingly the emphasis on community college level programs is in the occupational areas. Eleven degree and certificate programs at seven community colleges were reviewed and endorsed by the State Board for Community Colleges during the 1979-1980 academic year. All new programs were in occupational areas.

The new programs endorsed by the Board and subsequently approved by the State Board for Higher Education for the 1979-1980 academic year are as follows:

Allegany Community College	Respiratory Therapy Technician	AA
Cecil Community College	Data Processing	AA/Certificate
	Sanitary Technology	Certificate
Dundalk Community College	Heating, Ventilation, Air Conditioning	AA/Certificate
Essex Community College	Radiation Therapy Technician	AA
Harford Community College	Electrodiagnostic Technology	AA
	Business Management	AA
Howard Community College	Interpreter Education	AA
Montgomery Community College	Legal Assistant	Certificate
	Early Childhood	AA
	Handicapped Assistance	Certificate

In addition, the following programs were designated as Statewide or regional:

Allegany Community College	Dental Hygiene	AA
Community College of Baltimore	Dental Hygiene	AA
Catonsville Community College	Mortuary Science	AA/Certificate
Garrett Community College	Veterinary Science Technology	AA/Certificate
Harford Community College	Electrodiagnostic Technology	AA
Howard Community College	Interpreter Education	AA
Wor-Wic Tech Community College	Registered Nursing	AA
	Practical Nursing	Certificate

Program Evaluation

Program evaluation is a two-step process in Maryland community colleges. The first step is a quantitative evaluation. Each April the Board staff evaluates each program at each college using the Program Data Monitoring System. The PDM System produces one computer page for each program and displays trends in enrollment, degrees, and

discipline costs. Employment and transfer information from entrant and graduate follow-up is also shown. The printouts are sent to the colleges for verification in May. In June, the Board requests colleges to conduct a qualitative evaluation, the second step in the process. The qualitative evaluations are reviewed and compiled by the State Board for Community Colleges and distributed to the State Board for Higher Education and the Division of Vocational-Technical Education. During the first two complete cycles of the evaluation system, 82 programs were evaluated. Many programs were improved, one was designated as regional, five were inactivated, and eight were discontinued. Forty-eight programs are currently being evaluated and will be reported to the Board in January.

Program Discontinuance

As a result of FY 1980 program evaluations and local community college requests, the following six programs have been discontinued by Maryland community colleges:

Allegany Community College	Chemical Technology	AA
	Radiologic Technology	AA
Catonsville Community College	Heating, Ventilation, Air Conditioning	AA/Certificate
Charles County Community College	Surveying	Certificate
Frederick Community College	Administration of Criminal Justice	AA
Montgomery Community College	Instructional Aide	Certificate

Continuing Education and Community and Public Service Activities

Noncredit continuing education courses designed primarily for part-time and returning students are a vital component of Maryland's community college system. Continuing education includes courses for citizens intending to upgrade an existing talent or to acquire new skills required in the labor market. These courses address not only the traditional academic needs of a college's surrounding community but also address public concerns dealing with such areas as consumerism, health related issues, and human services.

The State Board for Community Colleges reviews and makes a determination of eligibility for State funding on each continuing education course offered in Maryland's community colleges. During FY 1980, 6,419 courses were reviewed by the State Board for Community Colleges. Of these, 4,993 or 78 percent were eligible for State aid. Ten percent were determined not eligible and the colleges did not request State aid for the remaining 12 percent. These courses enrolled 120,000 citizens. Four hundred eighty courses were offered exclusively for senior citizens and 193 courses were offered for handicapped persons.

The Board assists each college in issues related to funding, curriculum development, course evaluation, and program articulation. Conceptualizing the ideals involved in a lifelong learning process is a major priority of the Board.

FINANCE

Total net current operating expenditures for the seventeen community colleges during FY 1980 were $125,752,978. The average cost per full-time equivalent student was $2,195. A summary of the major sources of revenue for each community college in FY 1980 follows:

College	Student Fees and Tuition	State Aid	Local Contributions	Other Revenues
Allegany	$ 1,273,091	$ 1,286,720	$ 1,000,000	$ 5,461
Anne Arundel	2,567,799	3,754,976	3,447,380	-
Baltimore	2,845,764	4,678,280	3,754,221	44,246
Catonsville	3,682,371	4,998,008	4,440,064	252,711
Cecil	322,412	932,079	550,000	127,855
Charles	1,116,263	2,073,288	1,155,531	483,198
Chesapeake	360,057	1,316,798	807,852	88,031
Dundalk	697,296	1,540,376	2,427,023	136,104
Essex	3,019,511	4,291,840	3,923,953	189,525
Frederick	718,499	871,216	1,083,504	34,799
Garrett	257,978	853,866	551,218	10,262
Hagerstown	915,160	1,234,700	1,034,000	61,687
Harford	1,570,134	2,095,782	2,025,000	225,763
Howard	924,369	1,352,024	1,456,079	47,369
Montgomery	9,207,860	7,179,464	10,555,240	773,872
Prince George's	5,474,706	6,673,904	4,114,000	530,108
Wor-Wic Tech	186,361	471,455	220,302	64,538
Totals	$ 35,139,631	$ 45,604,776	$ 42,545,367	$ 3,075,529

Source: SBCC-CC-4

In addition to the above sources of revenues, community colleges receive revenues from the federal government, auxiliary services, and grants.

The following information summarizes total expenditures and percentage by function of total educational and general expenditures for FY 1980. The total net current operating expenditures are shown, as well as the percent of distribution.

College	Net Current Operating Expenses	Instruction	Instructional Resources	Student Affairs	Plant Operation and Maintenance	General Administration	General Instituticnal	Other
Allegany	$ 3,579,181	62%	4%	5%	12%	11%	5%	-%
Anne Arundel	9,678,733	60	9	7	13	7	4	-
Baltimore	11,322,511	59	4	9	16	12	-	-
Catonsville	13,300,078	50	6	11	14	5	14	1
Cecil	1,816,327	48	4	11	17	5	10	5
Charles	4,852,362	43	7	6	16	10	7	11
Chesapeake	2,510,869	42	7	10	22	14	4	-
Dundalk	4,719,652	42	8	12	17	8	14	-
Essex	11,255,264	51	6	10	16	5	12	-
Frederick	2,708,018	50	7	7	15	13	2	-
Garrett	1,625,653	49	7	9	15	9	12	-
Hagerstown	3,376,250	51	5	7	8	14	16	-
Harford	5,899,796	49	7	7	16	11	11	-
Howard	3,776,052	44	6	7	20	9	12	1
Montgomery	27,406,602	48	7	8	16	11	11	-
Prince George's	17,047,392	60	4	9	12	12	3	-
Wor-Wic Tech	878,247	58	-	7	7	11	17	-
Total	$125,752,978							
Statewide Average		52%	6%	9%	15%	9%	8%	1%

Percentages may not add to 100% due to rounding.

Source: SBCC-CC-4

CAPITAL CONSTRUCTION

The State provides at least 50 percent of capital funds required for community college capital construction on a matching basis for space which is eligible under the State Construction Guidelines. In some instances, community colleges are eligible for more than 50 percent State aid based upon the level of State support for local school systems. Regional community colleges are eligible for up to 75 percent in State aid. Accordingly, the General Assembly has authorized $105,000,000 in State capital construction bonds for community colleges in the period FY 1962 through FY 1980. Of this total, $96,633,181 has been allocated to the community colleges through June 30, 1980.

A summary of allocations approved for community colleges during FY 1979 follows:

College	Project	State Aid
Allegany	Reroofing of seven buildings Construction	$ 844,148.00
Anne Arundel	Student Center Addition Design	41,350.00
Baltimore	Modifications for the Handicapped Design and Construction	35,000.00
Baltimore	Roof and HVAC Replacement	14,140.00
Charles	Modifications for the Handicapped Construction	57,808.00
Charles	Access Road and Parking Lot Design	10,475.00
Charles	Assembly-Laboratory Building Design	84,234.00
Essex	Career Education Building Construction	199,848.00
Hagerstown	Modifications for the Handicapped Design and Construction	26,485.00
Harford	Alterations to Vocational-Technical Center Phase I Construction	240,262.00
Montgomery	Modifications for the Handicapped Design and Construction	160,500.00
	TOTAL	$ 1,714,250.00

STATE PLAN FOR COMMUNITY COLLEGES

The State Board for Community Colleges revised the State Plan for Community Colleges in Maryland in FY 1980. The general purpose of the Plan is to combine aims with previous experience to build a proposed course of action for Maryland community colleges. The Plan communicates the intentions of the Board and provides a guide for coherent decision making. The Plan presents completely revised enrollment, facilities, and financial projections. Also included is an appendix of policy and data references.

The Plan sets forth six major goals for the community colleges:

- To provide a basic education in the liberal arts;
- To provide quality comprehensive career programs, courses, and student services;
- To provide quality comprehensive transfer programs and student services;
- To provide quality continuing education courses and community service activities;
- To provide equal access to community colleges for eligible Maryland citizens;
- To provide efficient community college operations without impairing the quality of service.
- To assist economic development through cooperation with business and industry in meeting education and training needs.

Each goal contains specific objectives, strategies, and time frames as appropriate.

In the original Statewide Master Plan for Community Colleges in Maryland, the commitment was made to update the Plan annually. In addition, the Governor of Maryland has directed all State agencies to participate in the Executive Planning Process which assists the General Assembly and the Executive Department with long-term and short-term planning used in the development of the State budget.

The community college Plan will be revised in FY 1981.

LEGISLATION

During the 1980 session, the Maryland General Assembly considered a wide variety of matters having an impact on community colleges and enacted some significant measures which have been of continuing interest over the years. The State Board for Community Colleges again provided information to each community college on the status of legislation during and following the legislative session. All of the bills listed here as enacted have been signed by the Governor; one duplicative measure was vetoed.

A brief summary of bills signed by the Governor which relate to community colleges is as follows. All bills were effective July 1, 1980.

Increase in State Aid for Community Colleges

The State share was increased by $50 per full-time equivalent student for colleges on the general formula and by $55 for small and regional colleges on special formula. (HB 762; Chapter 527 of the Acts of 1980)

Senior Citizen Tuition Waiver Provisions

Since 1972, community college boards of trustees have been permited to waive tuition for persons over 60 years of age. The provisions have been modified in various ways over the years. This bill clarifies the intent by indicating that waiver applies regardless of the size of the class so long as the course is eligible for State support. This includes all credit courses along with those continuing education courses which have been approved for State aid. (SB 212; Chapter 271)

Local Reserve Fund for Plant Maintenance and Repair

The Governor signed the House bill permitting county governments to appropriate funds for future maintenance and repair of community college facilities, excluding Baltimore City and Anne Arundel County. (HB 355; Chapter 596) Senate Bill 891 was vetoed.

Optional Retirement Program Eligibility

This signed legislation provides that in reference to community colleges, any "professional employee" is eleigible for the optional retirement program administered by TIAA-CREF if he or she chooses. (SB 1009; Chapter 356)

Admission of Gifted and Talented Students

This House bill allows each public higher education institution, including community colleges, to accept for special admission any student who has completed the seventh grade and who has achieved a combined SAT score of 1200 or its equivalent on another test. (HB 132; Chapter 369)

Expansion of Distinguished Scholar Program

Two years ago the State established the merit-based awards known as the Distinguished Scholar Program. This bill is an Administration measure which increases the number of awards from 100 to 300 and the amount of each award from $500 to $800 annually. Up to half the total awards are designated for National Merit Scholarship finalists. (SB 598; Chapter 521)

Persons Authorized to Deny Access to Institution

Currently applicable provisions for removing persons from institutional grounds have been found to be defective in certain legal challenges. This House bill makes technical changes in the law which allows the governing board or the chief administrative officer to designate in writing other individuals to deny access to the grounds. (HB 338; Chapter 66)

VOCATIONAL EDUCATION ACTS GRANT

Five grants, to be used for the improvement of postsecondary occupational education in Maryland, were awarded to the State Board for Community Colleges by the Division of Vocational-Technical Education, State Department of Education. Funds were made available under Public Law 94-482.

The five grants address the following areas as identified by the State Plan for Community Colleges in Maryland:

- Business and industry survey;
- Management information system and program evaluation;
- Increased awareness of occupational education in Maryland;
- Articulation of occupational programs between secondary and postsecondary institutions;
- Limited funding for regional and Statewide occupational programs; tuition differential.

The studies and projects completed with these funds contribute greatly to the improvement of occupational education in Maryland. A complete report is available.

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